

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Service Coordinator/Administrative Assistant for the Director of the Family Justice Center

GRADE: G-19 (Administrative Aide IV)

ANNUAL SALARY: \$48,000 (Grant Funded/General Fund - TBD)

LOCATION: Family Justice Center, Circuit Court for Prince George County, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent under the supervision of the Director of the Family Justice Center (FJC) will work closely with the Director and service providers to achieve the FJC's goal to deliver various services to the public. Provides high level administrative duties as well as assist with advanced level work in support of the FJC. Maintains the calendar of the FJC Director; coordinates meetings; answers telephones and provides accurate information; greets visitors; answers general inquiries; routes visitors to the appropriate offices for services as required; and drafts correspondence. Assists the Director with day-to-day operations of the FJC to include implementation and adherence to policies and procedures and managing services provided by FJC partner agencies. Schedules meetings with clients seeking services; gathers statistical information for compiling, analyzing, and timely reporting to the Circuit Court and County government; and maintains current list of co-located service providers. Through electronic case management (ETO Database), enters all confidential client case files and coordinates follow-up dates, service referrals and activities in order to track status of all cases being handled by the FJC and co-located service units. Manages hard copy files; maintains, manages and reports on FJC fiscal matters; serves as a primary point of contact for all participating agencies, regarding coordinated services; continues to maintain relationships among participating and potential partners as well as the community. Performs other related duties as assigned by the Director.

MINIMUM QUALIFICATION REQUIREMENTS

High School Diploma/GED Certification and five (5) years' experience of high level administrative support or Bachelor's Degree in business administration or related social service field or an equivalent combination of relevant training, education and experience will also be accepted. Ability to effectively and professionally communicate orally and in writing. Must have experience with company databases and/or Microsoft Office Suite. Possess an understanding of County and non-profit services preferred. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealing with the public, private agencies Judges, attorneys, public officials, and co-workers. Ability to speak Spanish is a plus. **Must pass a keyboard and writing test.** A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website: <http://princegeorgescourts.org/>

CLOSING DATE: All applications must be received by 5:00 p.m. EST on Friday, June 24, 2016.

Apply To:

Director of Human Resources, Court Administrative Office

Room M2407, Court House, Upper Marlboro, MD 20772

Fax: (301) 952-4447 / E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the Workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.